



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-2884

January 27, 1989

INSPECTOR GENERAL INSTRUCTION 5025.1

Subject: Inspector General Publications Management Program

References:

- a. DoD Directive 5025.1, "Department of Defense Directives System"
- b. DoD 5025.1-M, "DoD Directives System Procedures"

A. Purpose

1. This Instruction establishes the Office of the Inspector General, Department of Defense (OIG, DoD), Publications Management Program policies and procedures and assigns responsibilities governing the preparation and issuance of OIG, DoD, publications as prescribed by DoD Directive 5025.1, "Department of Defense Directives System" (reference a.).

2. This Instruction authorizes the publication of the following Publications Management Program documents:

- a. IGDI 5025.1, *IG Publications Index*.
- b. IGDM 5025.1, *IG Publications Manual*.
3. Previous OIG, DoD, publications procedures are hereby cancelled.

B. Applicability

1. This Instruction applies to the Offices of the Inspector General ; the Deputy Inspector General; the Assistant Inspectors General; Director, Administration and Information Management; Director, Departmental Inquiries; Director, Intelligence Review; and the Office of the Deputy general Counsel (Inspector General), which is provided support by the OIG, DoD. For purposes of this Instruction, these organizations are referred to collectively as OIG components.

2. Certain types of OIG, DoD, publications may be exempt provided that a standard cover has been approved by the OIG Publications Office, and it is shown that sufficient editorial review is being accomplished within the OIG component preparing the publication. Publications currently exempt from the requirements of this Instruction include the following:

- a. Audit reports.
- b. Inspection reports.

- c. Investigation reports.
- d. OIG, DoD, Semiannual Report to the Congress.
- e. Criminal investigation policy and oversight reports.

C. **Definitions**

1. **Publications.** Written materials (documents) prepared for printing or otherwise reproducing copies and distributing them in such a manner as to make their contents easily accessible to a pre-established audience.

2. **DoD Issuance.** DoD Directives, DoD Instructions, and changes thereto.

3. **DoD Publications.** Includes manuals, regulations, handbooks, guides, catalogs, standards, and lists that implement uniform procedures for management or operational systems and disseminates administrative information. DoD publications must be authorized by a DoD Directive or DoD Instruction.

4. **OIG, DoD, Publications.** A publication prepared:

- a. To provide instruction, information, or guidance pertaining to more than one OIG component.
- b. For the signature of the Inspector General or the Deputy Inspector General, DoD.
- c. For public issue under the seal of the OIG, DoD, or that reflects on the OIG, DoD.

5. **OIG Component Publications.** A publication prepared within an OIG component, for use by that component and signed by the OIG Component Head.

D. **Policy**

1. A publication that tasks, restricts, or directs a Military Department or another DoD Component will be issued as a DoD issuance or publication using procedures prescribed by DoD 5025.1-M, "DoD Directives System Procedures" (reference b). These publications will be coordinated using the procedures established in the Appendix, Section 1.

2. All OIG, DoD, publications will be coordinated using the procedures established in the Appendix, Section 2.

3. The OIG components are encouraged to use procedures in IGDM 5025.1 when preparing component publications.

4. All OIG, DoD, publications will be:

- a. Planned, prepared, produced, and distributed in accordance with IGDM 5025.1.
- b. Essential or necessary in the conduct of official business.

5. Biennially, all OIG, DoD, publications will be reviewed to ensure currency, accuracy, and continuing need.

6. All OIG, DoD, publications will be submitted for editorial review by the Office of Administration and Information Management (OA&IM) Editor. Review will ensure proper grammar, syntax, and logical arrangement of material.

7. The Publications Management Office is the sole liaison and OIG, DoD, point of contact with the DoD Directives Division, WHS.

E. Responsibilities

1. The **Inspector General, DoD**, is responsible for establishing an agency-wide Publications Management Program to ensure compliance with DoD Directive 5025.1.

2. The **OA&IM** has the responsibility to:

- a. Direct the OIG Publications Management Program.
- b. Establish effective controls over creating, coordinating, printing, and distributing publications.
- c. Receive OIG component certifications of compliance and, in turn, certify to Washington Headquarters Services (WHS) that DoD issuances have been implemented within OIG, DoD.
- d. Establish policies and procedures for administering the Publications Management Program.

3. The **Publications Management Officer (PMO)** has the responsibility to:

- a. Ensure the implementation of established Publications Management Program policies and procedures and monitor compliance with their provisions.
- b. Develop and maintain standard formats for use in OIG, DoD, publications.
- c. Ensure that OIG, DoD, publications comply with the requirements and guidelines of IGDM 5025.1.
- d. Ensure that DoD issuances for which the OIG, DoD, is the proponent are prepared and coordinated in accordance with DoD 5025.1-M (reference b) and this Instruction.
- e. Propose, assist in developing, and participate in training programs on the preparation of OIG, DoD, publications.
- f. Provide technical advice and assistance in all aspects of publications development. These aspects include, but are not limited to, formatting text, development, preparation, and procurement of artwork, obtaining copyright releases, special reproduction needs, or establishing unique coordination and distribution lists.
- g. Advise and assist in preparing and formatting manuscripts, notices, and preambles for submission to the Federal Register.
- h. Maintain IGDI 5025.1, *Index of IG, DoD, Publications*, and IGDM 5025.1, *IG Publications Manual*.
- i. Develop and maintain distribution lists for OIG publications.

4. When preparing an OIG, DoD, publication, **OIG Components** have the responsibility for:
- a. Appointing a project officer or team for the initial planning, technical content, preparation, and functional coordination of publications. This includes developing, printing, and distribution requirements.
 - b. Appointing primary and alternate points of contact (POCs) to process requests for new or revised publications and to coordinate publications management issues with the PMO. A list of POCs, providing name, telephone number, and location of each POC, will be forwarded to the PMO within 60 days after implementation of this Instruction. As a minimum, the list should be updated annually.
 - c. The accuracy of content, currency of references, completeness and correctness of format of the proposed publication.
 - d. Maintaining an index of OIG component publications. One copy of the index will be forwarded to the PMO when updated, but as a minimum, annually in January.


F. Signature Authority

- 1. **Office of the Inspector General.** The Inspector General or Deputy Inspector General will sign OIG, DoD, publications involving plans, programs, and operational policies that affect the OIG, DoD, mission or that assign action to outside agencies. This includes OIG, DoD, publications that are printed at OIG, DoD, cost for distribution to DoD components, other Federal agencies, or private concerns.
- 2. **Director, OA&IM.** The Director, OA&IM, will sign OIG, DoD, publications outlining management requirements, including information necessary for the effective administration of the OIG, DoD. These publications are usually distributed within the OIG, DoD.
- 3. **OIG Component.** OIG component publications will be signed by the respective OIG Component Head or a designated representative. These publications are usually distributed within the OIG component only.

G. Supplementation. This Instruction and the procedures in IGDM 5025.1 may be supplemented as necessary; however, supplements will not duplicate or change the meaning of these documents. Supplements should only be issued when additional guidance for unique OIG component procedures is required. Provide two copies of the supplement to the OIG Publications Office.

H. Effective Date and Implementation. This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:


 Nicholas T. Lutsch
 Assistant Inspector General for
 Administration and Information Management

Enclosure

Distribution C

APPENDIX

PROCEDURES FOR PROCESSING PUBLICATIONS

1. Preparing DoD Issuances and Publications. DoD issuances and publications include DoD directives, instructions, manuals, regulations, handbooks, etc., as defined in DoD 5025-1-M (reference b). When the OIG, DoD, is the proponent for a DoD issuance or publication, the OIG component must prepare and process the document or a change to the document as prescribed in DoD 5025.1-M. Once a draft suitable for coordination has been completed:

a. Submit the original and two copies of the double-spaced draft to the Publications Management Office (PMO) for coordination and editing services.

b. In consultation with the OIG component representative, the PMO will establish the coordination requirements for the publication. As a minimum, the publication will be reviewed within the OIG, DoD, by the Policy Review and Reports Office, OA&IM. The OIG, DoD, coordination may be performed at the same time as DoD coordination if the publication has been informally staffed with interested OIG components before submission.

c. The PMO will:

(1) Prepare the SD 106, "DoD Directives System Clearance and Control Form," and IG 5025.1-3, "IG Publications Clearance and Control Form."

(2) Forward the publication to the Inspector General to approve and sign the SD 106.

(3) Arrange distribution of the draft publication within the OIG, DoD, and DoD.

d. Coordinated responses will be returned to the OIG component for review and consideration for inclusion in the final publication.

e. The OIG component will prepare the "final" publication, supporting documentation, and required transmittal or action memorandum, in accordance with DoD 5025.1-M. Supporting documentation includes the original comments submitted during the coordination process. Documents containing the comments must be annotated indicating for each comment whether it was accepted or rejected. Any comments annotated as rejected will also be annotated with a brief explanation of the reason(s) for rejection. This package is submitted to the PMO.

f. The PMO will review the publication and accompanying documentation and forward to the Inspector General for approval and signature on the transmittal or action memorandum.

g. The Inspector General approves the publication, signs the transmittal or action memorandum, and returns the package to the PMO.

h. The PMO forwards the package through the DoD Directives Division, WHS, to the final approval authority (either Secretary of Defense or Deputy Secretary).

2. Preparing OIG, DoD, Publications. When the need for an OIG publication is determined, the OIG component should contact the PMO to determine the most appropriate type of publication and to ensure that there is no similar publication available or being developed. The OIG component prepares the document as prescribed in IGDM 5025.1. Once a draft suitable for coordination has been completed:

a. Submit the original and two copies of the double-spaced draft to the PMO for coordination and editing services.

- b. In consultation with the OIG component representative, the PMO will establish the coordination requirements for the publication. As a minimum, the publication will be reviewed by the OA&IM Editor and by the Policy Review and Reports Office, OA&IM.
- c. The PMO will prepare IG 5025.1-3, "IG Publications Clearance and Control Form" for signature by the Director, OA&IM, and arrange for distribution of the draft.
- d. Coordination responses will be returned to the OIG component for review and consideration for inclusion in the final publication.
- e. The OIG component will prepare the "final" publication and supporting documentation. Supporting documentation includes the original comments submitted during the coordination process. Documents containing the comments should be annotated indicating for each comment whether it was accepted or rejected. Any comments annotated as rejected will also be annotated with a brief explanation of the reason(s) for rejection. This package is submitted to the PMO.
- f. The PMO will review the publication and accompanying documentation and forward to the Inspector General or the Director, OA&IM, for approval and signature.
- g. The signing official approves the publication, signs the transmittal memorandum, and returns the package to the PMO.
- h. The PMO forwards the package to the OIG Print Shop for reproduction and initial distribution.

3. Preparing OIG Component Publications

- a. OIG component publications will be produced only when there is a distinct need for unique, supplemental guidance that is not contained in and does not contradict OIG, DoD, or DoD publications.
- b. OIG component instructions or operating procedures will be signed by the head of the component organization or by the principal deputy.
- c. OIG component publications will be printed in the OIG Print Shop. Requests for special printing requirements, such as color cover or tabs will be evaluated by the PMO and printing specialist to determine the most economical and effective method of printing.